

**Ryan White Planning Council of the Dallas Area**  
Office of Support

Memorandum

To: Members, Evaluation Committee  
Interested Parties

From: RWPC Office of Support

Date: April 21, 2021

Re: Evaluation Committee Meeting Announcement

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Please note that there will be an:

**Evaluation Committee Meeting – Tuesday, April 27, 2021 at 3:00 p.m.**

Please join from your computer, tablet or smartphone.  
[gotomeeting.com](https://gotomeeting.com) platform

Attached, please find the meeting packet for your review. Members if you are unable to attend this meeting, please notify the RWPC Office of Support at 214-819-1857 on or before Monday, April 26, 2021. Otherwise, we look forward to seeing you at the next meeting.

**Please view Ryan White 101 on our social media Like Share Subscribe:**

<https://www.facebook.com/Ryan-White-Planning-Council-of-the-Dallas-Planning-Area-702096959854808/>

<https://www.youtube.com/channel/UCsej0mq91GN6d51VIVlp9ZA>

cc: Philip Huang, MD, MPH, Director  
Dallas County Judge's Office  
Sonya M. Hughes, Assistant Director  
Justin Henry Grants Manager - Programmatic  
Wanda Scott, Grants Manager - Fiscal  
Glenda Blackmon-Johnson, RWPC Manager  
Oscar Salinas, Quality Assurance Administrator  
Angi Jones, Quality Assurance Advisor  
Regina Waits, Health Advisor  
Carla Jackson, Program Monitor  
David Kim, Program Monitor  
Vacant, RWPC Office of Support  
Claudy Jean-Pierre, RWPC Office of Support  
Kofi Bissah, ADAP Coordinator  
Building Security

# EVALUATION COMMITTEE

*The Evaluation Committee ensures that service categories set out are being met and that conflict of interest standards are upheld; Conduct an annual evaluation of the effectiveness of the administrative Agency and the Ryan White Planning Council and provide that evaluation to the CEO and Dallas County Commissioners Court; Evaluate the effectiveness of services, categorically and system-wide.*

## AGENDA

Tuesday, April 27, 2021  
3:00 p.m.

- |       |  |                        |
|-------|--|------------------------|
| I.    | Call to Order  | John Dornheim          |
| II.   | Certification of Quorum  | John Dornheim          |
| III.  | Introduction & Announcement  |                        |
| IV.   | Approval of the March 23, 2021 Meeting Minutes   | Action Item            |
| V.    | Office of Support Report   | Discussion Item        |
|       | • RWPC Membership Representation and Reflectiveness  |                        |
| VI.   | FY 2020 Assessment of the Administrative Mechanism Report- Follow-up with Administrative Agency Q/A  | Discussion Item        |
| VII.  | Develop Recommendations in response to the FY 2020 Assessment of the Administrative Mechanism Report | Discussion/Action Item |
| VIII. | New Business   |                        |
| IX.   | Adjournment  | John Dornheim          |

**Due to COVID-19  
Until Further Notice**  
NEXT SCHEDULED MEETING  
Tuesday, May 25, 2021 3:00 PM  
Will be held via TELE-CONFERENCE

EVALUATION COMMITTEE  
March 23, 2021 Meeting Minutes

**Charge:** Evaluates whether sub-recipient services coincide with set service priorities, and evaluates the performance of the Administrative Agency and the Planning Council according to the goals of the Council.

**MEMBERS PRESENT**

John Dornheim, Chair	Del Wilson,	Helen E. Turner, CCC Liaison
Darius Ahmadi	Leonardo Zea	LaShaun Shaw

**MEMBERS ABSENT**

Gary Benecke	Pamela J. Green RN	Louise Weston-Ferrill
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Glenda Blackmon Johnson RWPC Manager	Claudy Jean-Pierre, RWPC Staff
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**GRANTS MANAGEMENT STAFF PRESENT**

**OTHERS PRESENT**

Joni Wysocki, AIN	Kellie Norcott
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- I. **Call to Order:** John Dornheim, Evaluation Committee Chair, called the meeting to order at 3:05 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Claudy Jean-Pierre, RWPC Staff.
- III. Introduction and Announcements:
  - Helen congratulated Claudy regarding his work with the ADAP Syndicate and the productions of the information.
  - The office of support announced that the FY 2021 RWPC/Standing Committee Member Orientation on April 14, 2021. The RWPC meeting will be cancelled for the month of April.
  - Del Wilson announced that Biden Administration has initiated ACA open enrollment for insurance assistance program period expands from February 15, 2021 – May 15, 2021. This means that premiums will go down for individuals. The contacts information: Resource Center Insurance Assistance Program - new open enrollment for Affordable Care Act insurance coverage 2/15/21 through 5/15/21. Interested individuals can call John Ogden-McKee at 214-540-4474 or the Health Campus main number at 214-528-0144 for information or assistance.
- IV. **Approval of November 24, 2020 Minutes:** Helen E. Turner motioned to approve the minutes. Del Wilson seconded the motion. 3 abstentions. The motion passed.
- V. **Office of Support Report:** The Office of Support reported the following regarding the Evaluation Committee Membership Reflectiveness: Evaluation Committee (15 seats): 9 members (6 seats vacant). The committee met in January but did not establish quorum. The committee did not meet in February due to the weather. The 1<sup>st</sup> group impacted by HIV epidemic with the highest numbers is Black at 10,111 or 42% representation; the Evaluation Committee membership consists of 11 people of whom 3 are Black with representation of 27% reflectiveness. The 2<sup>nd</sup> group impacted by the HIV epidemic with the highest numbers are Whites at 6,598 or 27% representation; the Evaluation Committee membership consists of 11 people of whom 6 are White with representation at 64% reflectiveness. The 3<sup>rd</sup> group impacted by the HIV epidemic with the next highest numbers are Latin/Hispanic at 5,039 or 24% representation; the Evaluation Committee consists of 10 people of whom 1 is Latino/Hispanic with representation at 10% reflectiveness.

The office of support encouraged those who are interested in becoming a member of the committee to submit their RWPC membership application and a resume to the office of support.

**VI. FY 2020 Assessment of the Administrative Mechanism:** Claudy Jean-Pierre, provided a comprehensive overview of the **FY 2020 Assessment/Evaluation of the Administrative Mechanism Report**. He discussed the legislative requirements; the purpose of the assessment/evaluation; background; goal of the evaluation; timeline; methodology; procurement/request for proposal process; reimbursement process; contract monitoring. Further he discussed the committee’s previous recommendations to the AA. The members presented questions and concerns regarding the EAM Report. As the conversation progressed, members reflected on the service provision/reimbursement process and a question was posed pertaining to the inclusion of an explanation within the report to explain the reimbursement or non-reimbursement details regarding the period of March, April, May and June of FY2020. Upon further discussion, Glenda Blackmon Johnson, the office of support, agree follow up with the AA to obtain additional information regarding the matter and report back at the next committee meeting so the members will be able to discuss how they want to proceed.

**VII. Adjournment:** Helen E. Turner motioned to adjourn. Leonardo Zea seconded the motion. The motion passed unanimously.

The meeting was adjourned at 4:05 p.m.

*Submitted by:*

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

*Draft Certified by:*

\_\_\_\_\_  
Claudy Jean-Pierre, RWPC Planner

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
John Dornheim, Chairperson or  
Vacant, Vice-Chairperson

\_\_\_\_\_  
Date

**Due to COVID-19**

Until Further Notice

**NEXT SCHEDULED MEETING**

Tuesday, April 27, 2021 3:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207